

ADDISON NORTHWEST SCHOOL DISTRICT

PROFESSIONAL DEVELOPMENT APPROVAL FORM

(LSB Form B)

SECTION I: Request is for (please check): Salary Schedule Credit Relicensure only

SECTION II: EMPLOYEE INFORMATION

Name: _____ School: _____
Position: _____ License Expiration: _____ Level I: ___ Level II: ___
Endorsement: _____ Grade Level: _____

SECTION III: ACTIVITY INFORMATION (please complete each section thoroughly. A separate form for each course/seminar/etc. is required.)

Course Name & Number: _____
College/University/Institution: _____
Start Date: ___/___/___ End Date: ___/___/___ Academic Credit Earned: _____ **OR**
Total Cost: \$ _____ Hours Earned: _____

****Is this activity part of a degree program?** Y N **NOTE:** All degree programs require Superintendent approval.

How does this activity relate to the goals in your PGP, IPDP and/or the District Action Plan? (Attach description)

PAYMENT PROCESS: Registration will be paid directly by the School District through the purchase order process. Please be aware that this sometimes takes up to 2 weeks.

Purchase Order (a copy of the registration form and/or other document verifying the cost and vendor information must be attached)

Made Payable to: _____

Course is being paid for by a grant: _____ Authorized by: _____

Technology related hardware or software will be received (please specify technology being received):

Employee Signature: _____ **Date Submitted:** ___/___/___

SECTION IV: PRE-APPROVAL AUTHORIZATION

I, the undersigned, recommend approval for the course indicated above provided the employee has enough tuition funds available.

Principal's Signature: _____ **Date:** _____

Once signed by both the Employee and the Principal,

PLEASE SUBMIT TO SUPERINTENDENT FOR FINAL APPROVAL BEFORE THE START OF THE COURSE/SEMINAR.

FINAL AUTHORIZATION

Superintendent's Signature: _____ **Date:** _____

Central Office Use: Documentation received () Transcript () Grade Report () Certificate () Other _____ Date Received: _____

SECTION VI: LSB SECTION/FINAL APPROVAL (Required)

1. Attach appropriate documentation Transcript Grade Report Certificate Other _____
2. Attach a reflective narrative of how this activity improved your teaching practice and/or student learning.

FINAL APPROVAL: _____

LSB Board Chairperson

of credits

Date

INSTRUCTIONS FOR PROFESSIONAL DEVELOPMENT APPROVAL FORM (LSB FORM B):

If you have any questions with regard to the processing of these new forms, please do not hesitate to contact the SD Office at 877-3332. Thank you!

Step 1: Complete with **ALL** information requested using the online form.

Step 2: Print the form and submit to Principal for activity approval and **please include a completed registration form with all necessary information.**

Step 3: The Principal will submit all documents to the Superintendent for approval of payment. A copy of these approvals will be emailed to the educator.

Step 4: The approved form will be forwarded to the LSB Board for review.

Payment Process

If you receive the invoice towards the activity, please submit to the Superintendent's Office as soon as possible for adequate processing time. ANWSD will not be responsible for late fees if not submitted in a timely manner.

Per the 2014-2017 Collective Bargaining Agreement, Article XIV, Section 14.3:

*District payment of costs associated with professional development activities referenced in 14.1 and 14.2 shall be unlimited to the equivalent of the UVM per credit hour for the designated semester. **Payment of such costs will be made by the District, in advance, at the time of registration for the professional development activity. The cost of courses or other professional development activities that are not satisfactorily completed, i.e., documentation of credit or attendance, shall be reimbursed by the teacher to the District through an equivalent payroll deduction as mutually agreed to by the Superintendent and the teacher.***

In order to receive credit for relicensure and salary after the completion of the course/activity, teachers must forward their transcript/evidence to **both** the Superintendent's Office and to the Chairperson of the Local Standards Board.

Please Note: Tuition Reimbursement can only be used for registration, course fee. All other related expenses, (i.e. books, travel, accommodations) must come out of Travel Reimbursement. Complete a **TRAVEL REIMBURSEMENT** form for reimbursement along with a copy of Certificate of Attendance and **all** receipts.

Did you remember to attach the following?

- o Description of activity (course description, brochure, syllabus, etc.)
- o Registration
- o Description of how activity relates to PGP, IPDP and/or District Action Plan